

Quick Reference Guide



Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:
https://www.edison.tennessee.gov
- Enter your **User ID & Password** provided from Edison.



Worklist Navigation

- **Worklist** hyperlink in top right corner of Home Page
- **Tasks** pagelet

Home | Worklist | Sign out

Tasks	
Task(s) sorted by Due Date	
Task	Due
Requisition Amount Approval	01/15/2008
PO Amount Approvals	01/19/2008
PO Amount Approvals	01/28/2008
PO Amount Approvals	01/28/2008



Need Assistance?

Edison Help Desk
615-741-HELP or 866-376-0104



Favorites – My Links

- Navigate to the page you want as a favorite
- Click the dropdown list to the right of the **My Links** field
- Select **Add to My Links**
- Keep or edit the label in the **Name** field
- Click the **Save** button
- Access the link from the **My Links** dropdown list

My Links

Select One:	▼
Select One:	
Add to My Links	
Edit My Links	
Refresh My Links...	

Equipment Time Sheets in Fleet Focus M5

Entering Data on the Time Sheet

Navigation #1: [Asset Management](#) > [Unit](#) > [Equipment Time Sheet](#)

Steps for Entering Data on the Time Sheet:

1. Navigate to the Equipment Time Sheet Frame
2. Search for the appropriate unit
3. Enter the date, meter readings, and the account to which this usage will be charged.
4. Save the record